

SUGGESTED IMPLEMENTATION PLAN FOR  
CONDUCTING THE NATIONAL SURVEY  
ON RIDESHARING BY FEDERAL EMPLOYEES

1. Each agency should determine how to reproduce the survey form in adequate numbers to cover the estimated number of employees in the National Capital Region, including regular contract employees. Facilities containing less than 100 employee are not required for this survey.
2. A distribution system that insures each employee an opportunity to participate in the survey should be utilized.
3. A definite timeframe for distribution and collection of responses should be established, allowing for compilation of the data and transmittal of the data to the General Services Administration.
4. Each facility with more than 100 full time employees must complete a report.
5. The completed survey reports are to be sent to a central collection point in the agency in order to consolidate the data for all of the agency's facilities in the metropolitan area.
6. The consolidated agency report and the individual facility reports should be sent to:

Mr. Walter V. Kallaur  
Regional Administrator  
General Services Administration  
7th and D Streets, SW.  
Washington, DC 20407

From these reports, the General Services Administration will compile the final facility report for those facilities holding more than one agency.

For any additional information, please contact Mr. Mike Ziskind or Mr. Jack Carlile on (202) 472-1776.